

Report for Week Ending 24 March 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 37 actions requiring the printing of 993,704 copies or sets of blank forms.
- (2) Ten new and 11 revised forms were approved.

b. Intangible

- (1) Disapproved Employee Suggestion No. 59-119 that an extra horizontal perforation be added at the top of all Dispatch forms as well as to provide perforated plain bond, manifold and Letterex paper. Costs and other factors would have far outweighed theoretical small potential savings. [] 25X1
- (2) Commented to the Federal Supply Service, GSA, on the format of their Standard Forms Status Guide. Proposed several improvements, chief of which is a different numbering scheme, use of edition dates and discontinuance of the control numbers. [] 25X1
- (3) Designed, processed and received approval on three new forms for PSDOL on an expedited basis. These forms will be tested for a proposed cost accounting system. [] 25X1

2. Assignments (Active)

- (1) Eight new and 17 revised forms.
- (2) Three Employee Suggestions.
- (3) Agency Chain Envelope - Met with a representative of the United States Envelope Co., of Worcester, Mass. The representative will present samples and prices of his product on both re-useable and throw-away type envelopes. [] 25X1
- (4) Survey For Obsolete Forms - Provided the Machine Records Division with lists of all forms obsoleted thus far. [] 25X1

3. News

- a. The Government Printing Office has requested that we give them all copies of the recent incorrectly done revision of the Employee Suggestion Form. They plan to turn the case over to the General Accounting Office for recommendations as to action to be taken against the Printer. []

- b. [] attended the last IRAC meeting. [] 25X1